

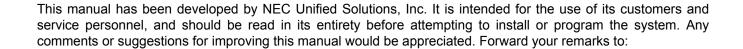


# 4-Button IP Keyset User Guide

P/N 0893404

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Technical Support Web Site: http://ws1.necii.com (registration is required)



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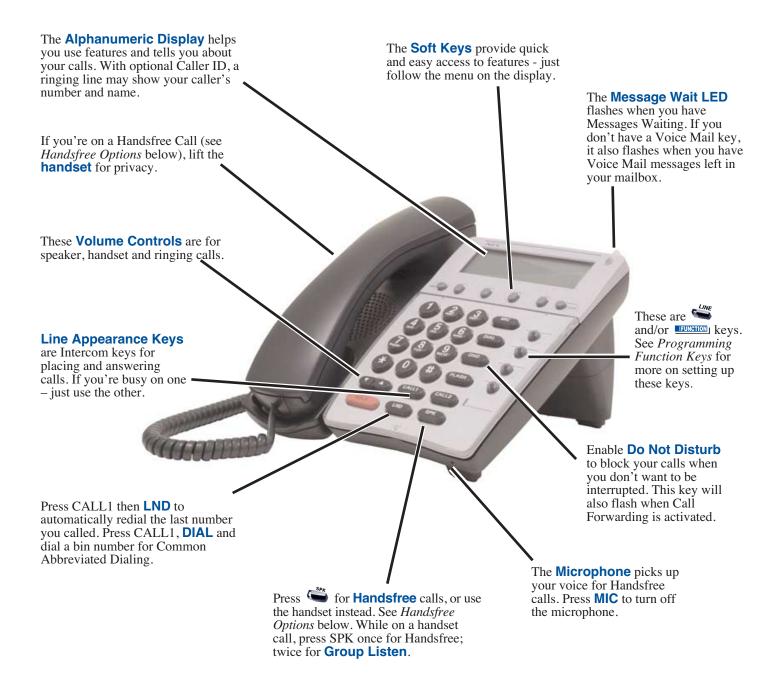
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### **Using Your Telephone**

Due to the flexibility built into the system, your **Dialing Codes** and **Feature Capacities** may differ from those in this guide. Check with your Communications Manager and make a note of any differences.



#### **Handsfree Options**

- **Handsfree** lets you place and answer calls by pressing instead of using the handset.
- With **Automatic Handsfree**, you can press a line or Line Appearance key without lifting the handset. Normally, you have Automatic Handsfree.
- Use Handsfree Answerback to answer a voice-announced Intercom call by speaking toward your phone — without lifting the handset.

### **Notes:**

- 1. When using this phone for system programming, as there is no MSG key as with a keyset, the LND key must be used to back up a level in the program menu (this requires system software 5.26+).
- 2. With this phone, to enter the IP programming level, as this phone does not have a CONF key, you must press HOLD + FLASH + \* + # (instead of HOLD + CONF + \* + # on a keyset).
- 3. The 4-button IP phone *does not* provide a data connector for the PC as with the 34-button IP phone.

## **Placing Calls**

### Placing an Outside Call . . .

#### Press a line key for quick access:

- 1. (Optional) Lift handset.
- 2. Listen for dial tone + Outside number.
  - You can have function keys for lines or line groups.
  - If your system is behind a PBX, you may have to dial 9 before your number.

#### OR

#### Dial codes for outside lines:

- 1. (Optional) Lift handset.
- + Outside number.

- + Line group (1-9 or 001-100) + Outside number.
- + + Line number (e.g., 005 for line 5) + Outside number.
  - Call a number using the Center Telephone Book. From an idle keyset, press PROG Soft Key + DOWN ARROW Soft Key twice + TELBK Soft Key.

### Calling a Co-Worker, Voice Mail and Paging . . .

#### Dial using the Intercom:

- 1. (Optional) Lift handset.
  - For one-touch calling, press a Call Coverage or Hotline function key instead of going on to step 2.
- + Co-worker's extension number.
  - Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing 1 changes mode.
  - For your Voice Mailbox, dial \* 8.
  - For **Paging**, dial \*1 + 0 for All Call or \*1 + 1-8 for page groups.

### If your call doesn't go through . . .

#### Camp On and Callback

#### When you hear system busy, use Camp On or Callback:

1. To *Camp On* (wait without hanging up),



- (Intercom calls) When you hear ringing, wait for the called party to answer. If you hear busy/ring instead of busy before camping on, you can optionally dial the Barge In code to send a Voice Over. Check with your Communications Manager for the code.
- (Outside calls) When you hear new dial tone, place your call again.

- 1. To leave a *Callback* for a busy line or extension, and hang up.
  - Wait for the system to call you back.
- or lift handset.
  - (Outside calls) Place your call again.
  - (Intercom calls) Speak to co-worker.

#### To cancel your Callback:

- 1. (Optional) Lift handset.

### **Answering Calls**

#### Message Waiting (Direct Messaging)

Leave a Message Waiting (flashing Message Wait LED) when your co-worker doesn't answer:

- 1. Do not hang up +  $\bigcirc$  .
  - Your co-worker's Message Wait LED flashes fast. Your MW is lit.
  - With Voice Mail, dial 8 to leave a message in your co-worker's mailbox.

To answer a Message Waiting left for you:



• To cancel Messages Waiting (those you left and those left for you): CALL1 + 873.

### **Answering Outside Calls...**

Listen for two rings and look for a flashing line key:

- 1. or lift handset.
  - Press line or loop key if not connected.
  - You can also press (Call Redirect) to transfer the call without answering it first.

### **Answering Intercom Calls...**

Listen for beep:

- 1. Speak toward your phone.
  - You can lift the handset for privacy.
  - If you hear one long ring instead, press SPK or lift handset to answer.
  - CALL1 + 823 makes incoming Intercom calls ring your phone CALL1 + 821 makes them voice-announce.

### Picking up calls not ringing your phone . . .

If a call is ringing over the Page after hours:

- 1.  $\bullet$  or lift handset.
- 2 CALL +

When a call is ringing a co-worker's phone:

- 1. or lift handset.
  - You can press a Group Call Pickup or Call Coverage function key instead of step 2.
- 2. + Co-worker's extension.

### Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

- 1. Place/answer call.
- 2. Press the **CONF Soft Key**.
- 3. Place/answer next call + ADD Soft Key.
  - Repeat this step to add more parties. You may be able to have up to 32 callers.
  - Press the CNCL or RLS Soft Key to disconnect a called party.
- 4. After adding all parties, press **BEGIN Soft Key** to begin the Conference.
  - Add more calls by repeating steps 2-4.

### **Handling Your Calls**

### Your call can wait at your phone . . .

#### Hold

Use Hold instead of leaving the handset off-hook:

- 1. Do not hang up +  $\stackrel{nolo}{\longrightarrow}$ .
  - This puts your outside call on System Hold. Your co-workers can take the call off Hold. To place the call on Exclusive Hold, press your Exclusive HOLD function key.
  - Intercom calls automatically go on Exclusive Hold when you press HOLD.

Easily retrieve a call from Hold:

- 1.  $\stackrel{s_{PK}}{\longrightarrow}$  or lift handset.
- 2. Press flashing .

OR

2. if the call was not on a line key (or was an Intercom call).

### Send the call you're on to a co-worker . . .

#### **Transfer**

Send (Transfer) your call to a co-worker:

- 1 Do not hang up +  $\stackrel{\text{\tiny MOLD}}{\longrightarrow}$ .
- 2. Dial your co-worker's extension.
  - You can press a One-Touch key instead of dialing your co-worker.
  - To transfer the call to Voice Mail, press your Voice Mail key before dialing your co-worker.

OR

2. [Hotline]

#### Park a call in orbit

Park a call in orbit so a co-worker can pick it up:

- 1. Do not hang up.
- 2. + Park Orbit.
  - Park Orbits are 1-64. For **Personal Park**, dial 857 or press the Personal Park key instead of #6.
- 3. Page your co-worker to pick up the call.
  - For **Paging**, dial \*1 + 0 for All Call or \*1 + 1-8 for zones.
- 4. Hang up.

Or pick up a call a co-worker parked for you:

- 1. (Optional) Lift handset for privacy.
- 2. + Park Orbit.
  - For **Personal Park**, dial 857 or press the Personal Park key (if Parked at your phone) or \*\* + Your extension.

## **Placing Calls Quickly**

### Forward (reroute) your calls to a co-worker . . .

While at your desk, forward your calls to a co-worker, Voice Mail or off-premise:

- 1. (Call Forward) OR (Call + \*)
  - To forward off-premise: \*46 + Line access code (e.g., 9) + Number + HOLD. To cancel: \*46 + HOLD + Hang up.
- 2. Dial Call Forwarding condition:
  - 1 = Personal Answering Machine Emulation (then skip to step 4)
  - 2 = Busy or not answered
  - 3 = Follow Me
  - 4 = Immediate
  - 6 = Not answered
  - 7 = Immediate with both ringing (not for Voice Mail)
  - 0 = Cancel
- 3. Dial destination extension, Voice Mail master number or press Voice Mail key.
- 4. Dial Call Forwarding type:
  - 2 = All calls
  - 3 = Outside calls only
  - 4 = Intercom calls only
  - DND flashes slowly. A voice prompt may remind you that your calls are forwarded.

### Automatically redial calls . . .

#### **Last Number Redial**

Quickly redial your last outside call:

- 1. (Optional) Lift handset.
- 2 LND + CALL
  - The system selects an outside line.

OR

- 2 LINE + LND
  - The call uses the line you select.

OR

- 2. + Press Arrow Up or Arrow Down Soft Key to scroll to the number to be dialed +
  - The system retains the last 10 numbers dialed which can be viewed and then dialed.

OR

- 2. CALL + # 5
  - The system selects an outside line.

#### Save

Save your call for quick dialing later on:

1. [Save] (Save).

Then redial your saved number:

- 1. (Optional) Lift handset.
- 2. (Save).
  - The system selects an outside line.

OF

- 2. + IFUNCTION (Save).
  - The call uses the line you select.

# **Placing Calls Quickly**

### Quickly dial co-workers and outside calls . . .

#### **One Touch Calling**

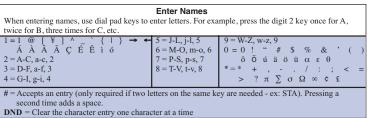
Use numbers stored under One-Touch bins to save time calling outside numbers:

- 1. Press the DIR Soft Key + the DOWN ARROW Soft Key + ONET Soft Key.
- 2. Use the and **UP** and **DOWN ARROW Soft Keys** to scroll to the number to dial.
- 3. Press the **DIAL Soft Key**.
  - You can have One-Touch Keys for Direct Station Selection, Personal Speed Dial (outside calls) or feature codes. See Programming One-Touch Keys.

#### Abbreviated Dialing (Speed Dial)

Store Common or Group Abbreviated Dialing numbers:

- 1. (Optional) Lift handset.
- 2. Cally + 8 5 (for Common).
- 2.  $\overset{\mathsf{ca}_{\mathsf{dL}_1}}{\longrightarrow} + \overset{\mathsf{log}}{\longrightarrow} \overset{\mathsf{log}}{\longrightarrow} \overset{\mathsf{log}}{\longrightarrow} (\text{for Group}).$
- 3. Dial Abbreviated Dialing bin number.
  - Ask your Communications Manager for your bin numbers.
- 4. Dial phone number to store +
  - The number can be up to 24 digits, using 0-9, # and \* . Press MIC to enter a pause.
- 5. Enter name for stored number  $+ \stackrel{\text{\tiny MOLO}}{\longrightarrow} + \text{SPK}$  or hang up.
  - See Entering Names below.



To dial your stored Abbreviated Dialing number:

- 1. (Optional) Lift handset.
- 2.  $\stackrel{\mathsf{caul}_1}{\longrightarrow}$  +  $\stackrel{\mathsf{lap}}{\longrightarrow}$  + 3-digit Bin (for common).
- 2.  $\stackrel{\mathsf{CALL}}{\longrightarrow}$  + Bin (for group).
  - You can also use the DIR Soft Key or function keys for Abbreviated Dialing.

- For Your Notes -

	Quick Reference for Other Features
Do Not Disturb:	DND + 1 to block your outside calls OR 2 to block Paging, Intercom calls, Call Forwards and transferred outside calls OR 3 to block all calls OR 4 to block Call Forwards OR 0 to cancel.
Memo Dial:	While on a call, store a number for easy recalling: <b>Memo Dial</b> function key + Number to store + <b>Memo Dial</b> key to save.  To dial number: <b>Memo Dial</b> key + <b>Line</b> key.
Meet Me Conference:	To set up a telephone meeting: While on a call, CONF Soft Key + Page party and announce zone + ADD Soft Key, then BEGIN Soft Key when co-worker answers.  To join: CALL1 + 864 + Announced zone.
Name Storing:	CALL1 + 800 + Extension + Name (See Abbreviated Dialing) + HOLD.
Park and Page: (Your Communications Manager can tell you if you can use this feature.)	CALL1 + * 47 + Record Personal Greeting + # + 7 + Record Page + # + Dial Page zone (e.g., 801 + 1 for zone 1) + 2 (All) or 3 (CO) + CALL1 to hang up.  To cancel: CALL1 + * 47 + 3.  To pick up: CALL1 + * * + Announced extension.
Personal Greeting:	To have your phone greet callers and forward your calls:  CALL1 + * 47 + Record Personal Greeting + # + 2 (Busy/No Answer), 4 (Immediate) or 6 (No Answer) + Extension to receive calls + 2 (All) or 3 (CO) + CALL1 to hang up.  To cancel: CALL1 + * 47 + 3.
Repeat Redial:	To automatically redial your outside call if it's not answered: Place outside call + Repeat Redial function key (or DIAL + LND) + Hang up + Lift handset when call goes through. To cancel: DIAL + LND or press Repeat Redial key.
Secure Set Relocation:	From extension # to be swapped, <b>CALL1</b> + <b>Extension Data Swap</b> service code (Pgm 11-15-12) + 4 digit password + Extension # to be swapped.
Time:	<b>CALL1</b> + <b>828</b> + 2 digits for hour (24 hour format) + 2 digits for minutes + <b>SPK</b> to hang up.

#### **Directory Dialing** At your display 1. Press **DIR Soft Key**. telephone, select a 2. Press **Soft Key** for Directory Dialing type: ABBc = Common Abbreviated Dialing. ABBg = Group Abbreviated Dialing. co-worker or outside call from a list of names (rather than **EXT.** = Co-worker's extension numbers. dialing the phone number): **OneT** = Your One-Touch Keys (1-10). 3. Dial letter/number range for the party you want to call (e.g., dial 2 for A, B, C or 2). 4. Press the **Down Arrow Soft Key** to jump to that section. 5. Press volume $\triangle$ or $\nabla$ to scroll through the list. or lift handset to place call or press the **Dial Soft Key**.

### **Programming One-Touch Keys**

To program: CALL1 + 855 + Bin # (1-9, 0) + Number + HOLD + Name (see *Entering Names* under *Abbreviated Dialing*) + HOLD.

**DSS:** Enter **Co-worker's extension** # + **SPK** to hang up.

Personal Speed Dial: Enter 9 + Outside # or

Enter **804** + **Line group** # (1-9 or 1-100) + **Outside** # or Enter #9 + **Line** # (e.g., 05 or 005) + **Outside** # + **SPK** to hang up.

Service Codes: Enter Service Code + SPK to hang up. For example, you can make a Save # Clear key by entering

885.

#### **Programming Function Keys - General**

#### To program: CALL1 + 851 + Key + Code + Optional Data.

**Call Forwarding:** Enter **10** for Call Forwarding Immediate.

Enter 11 for Call Forwarding Busy.

Enter **12** for Call Forwarding No Answer. Enter **13** for Call Forwarding Busy/No Answer.

Enter **14** for Call Forwarding Both Ring. Enter **15** for Call Forwarding Follow Me.

Enter **16** for Call Forwarding to extension (same as dialing **\*2**).

Enter 17 for Selectable Display Messaging, Call Forwarding Off Premise, Personal Greeting/Park &

Page (same as dialing \*4).

Call Redirect: Enter 49 + Destination Extension.

**Conference:** Enter **07** if you want a Conference key.

**Hold:** For Exclusive Hold, enter **45**.

**DSS/Hotline:** Enter **01** + Partner's extension + **HOLD**.

Memo Dial: Enter 31.

Personal Speed Dial: Enter 01 + 9 + Outside # + HOLD or

Enter **01** + **804** + **Line group** # (1-9 or 1-100) + **Outside** # + **HOLD** or

Enter 01 + #9 + Line # (e.g., 05 or 005) + Outside # + HOLD.

Service Codes: Enter 01 + Service Code + HOLD. For example, you can make a Save # Clear key by entering 885.

Save Number Dialed: Enter 30.

Repeat Redial: Enter 29.

**Voice Mail:** Enter **77** + Your extension #.

**Page:** Internal: **21** + **Zone** (1-64) or **22** (All Call).

External: 19 + Zone (0-8).

Combined: **20** for (Internal and External All Call).

#### **Programming Function Keys - Appearance**

#### To program: CALL1 + 852 + Key + Code + Optional Data.

If a key is defined with an 852 code, it must be undefined (852+000) prior to defining the key with an 851 code, otherwise an error tone will be heard.

**Line and Loop Keys:** Enter \*01 + line number (001-200)

Enter  $^*05 + 0$  (Incoming), 1 (Outgoing) or 2 (Both) + 001-100 (Incoming Trunk Group) or 000 (for

ARS) + **001-100** (Outgoing Trunk Group) or **000** (for ARS).

**Park:** Enter \*04 + Orbit number (01-64).



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